

Topic: Commercial Court Case Processing

Date: 6/24/2016

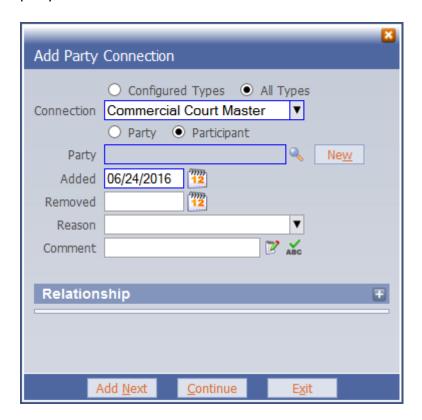
Summary: This cheatsheet will instruct users on the processing of cases to/from Commercial Court.

Important: Odyssey is software owned by Tyler Technologies, Inc. Any screenshots of Odyssey may contain proprietary information that should not be disclosed to non-Odyssey users.

Cases may be filed directly to designated Commercial Courts or may be moved to Commercial Courts at any point during the life of the case. Regardless of the point at which the parties request the case be moved to a Commercial Court, the case is initiated within Odyssey normally.

Adding Extended Connection for the Commercial Court Master:

- 1. Navigate to the Parties tab and click on the Add Party link.
- 2. Select the All Types radio button and search for the **Commercial Court Master Connection** in the drop down.
- 3. Click the magnify glass to search for the party. If not in Odyssey, click the Add Party button and add the party information.

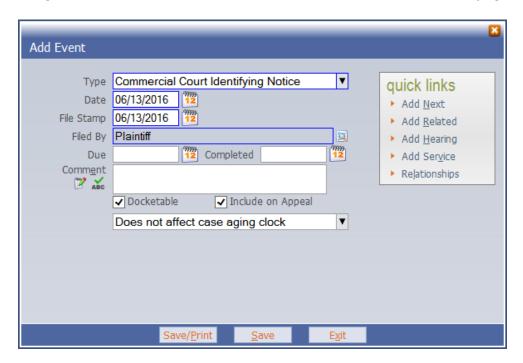


Determining if the case goes to Commercial Court:

In order to move a case to Commercial Court, a party files an Identifying Notice. All other parties then have 30 days to also file an Identifying Notice or to file a Refusal. If other parties do neither, the case will go automatically to Commercial Court at the end of the 30 days.



1. Navigate to the Events tab of the case and add the Commercial Court Identifying Notice (CCIN) event



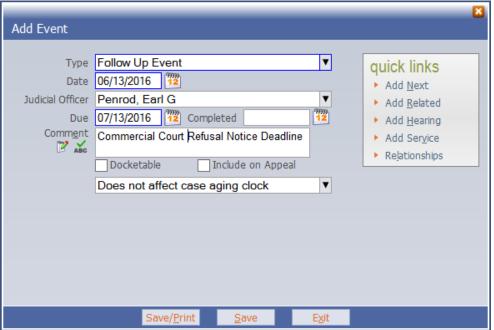
2. This event will automatically add the "Commercial Court (Provisional)" flag to the case.



At this point, review the case to determine if all parties have filed an Identifying notice. If all parties have filed an Identifying Notice, the case can be moved directly to Commercial Court. See the "Moving the Case to Commercial Court" section below.

- 3. If not all parties have filed an Identifying Notice, add a **Follow-up Event** (ADMFLP) to the case. Other parties on the case have 30 days from the date of the Identifying Notice to file a Refusal.
- 4. Set the due date out 30 days
- 5. Add a comment indicating the purposed of the Follow-up event.

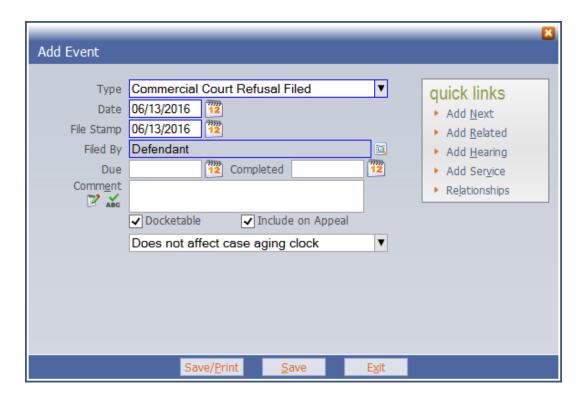




6. Save.

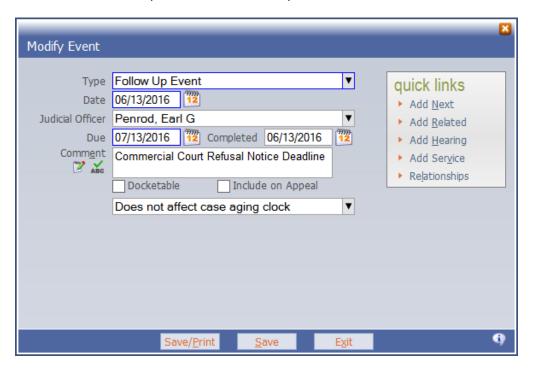
Note: Be sure that your court has an Event Review report scheduled so that the case is reviewed in the future.

7. If a Refusal is filed, add the Commercial Court Refusal Filed (CCR) event. This event will remove the Commercial Court (Provisional) flag on the case.



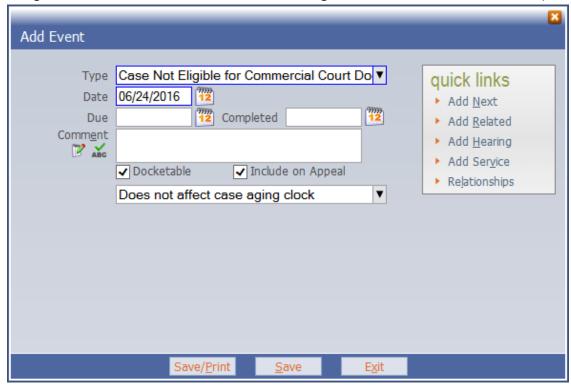


8. Return to the Follow-up Event and add a Completed date.



Judge determines case is ineligible for Commercial Court:

1. Navigate to the Events tab and add the "Case Not Eligible for Commercial Court Docket" (CNECC) event.



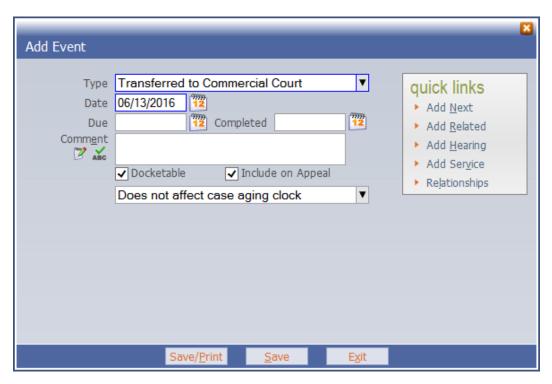


Moving the Case to Commercial Court:

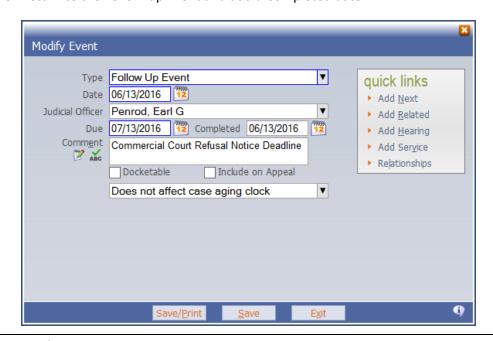
If an Identifying Notice has been filed by one or all parties, or if no Refusal is filed within 30 days, the case becomes a Commercial Court case.

If the case is not in a county with a Commercial Court:

9. Add the **Transferred to Commercial Court** (TCC) event.

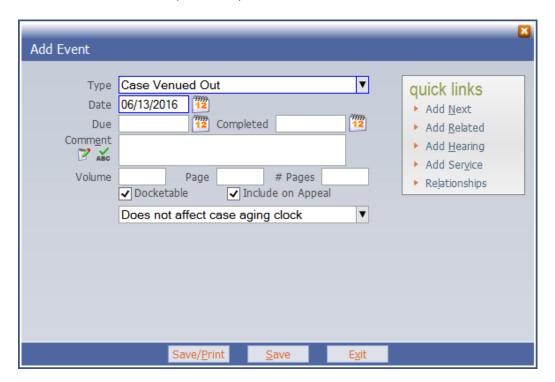


10. Return to the Follow-up Event and add a Completed date.

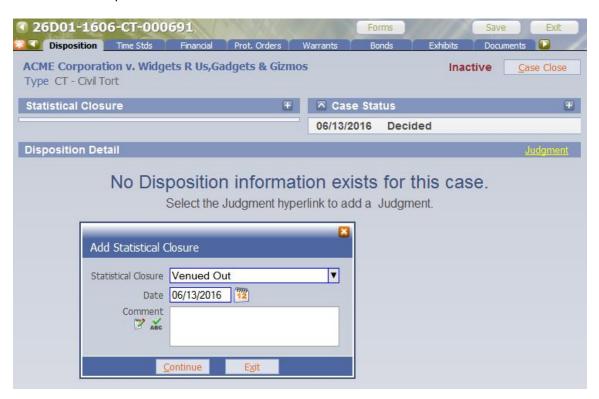




11. Add the Case Venued Out (QCSVENO) event



12. Go to the Disposition tab of the case and add the Venued Out Statistical Closure.



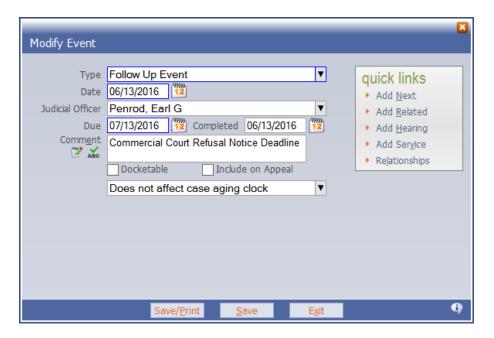
If the case is already in a county with a Commercial Court, but the case is not in the Commercial Court:



13. Add the Transferred to Commercial Court (TCC) Event.

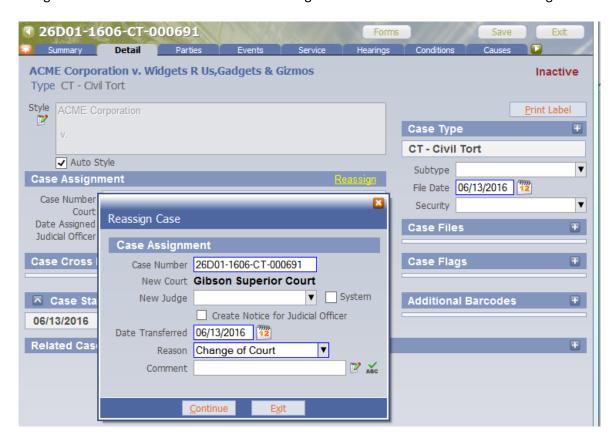


14. Return to the Follow up Event and add a Completed date.





15. Navigate to the Detail tab of the case and Reassign the case to the Commercial Court Judge.



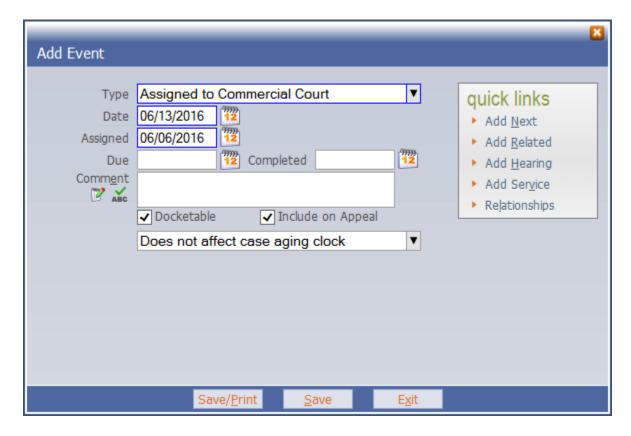
Accepting the Case to Commercial Court.



If the Case is Venued in from another County:

Add the case to Odyssey as you normally would add a Venued In case adding the case and adding the **Case Venued** In (QCSVEN).

- 16. Add the Event Assigned to Commercial Court (ACC).
- 17. Make the "Assigned" date the date that all parties filed the Identification Notice or the end of 30 days after the first Identification Notice filed event.



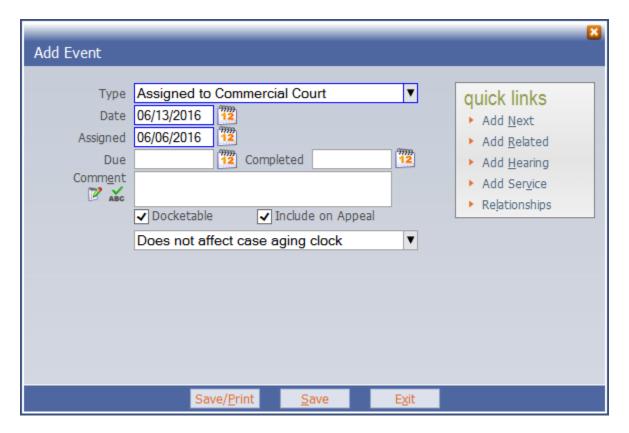
This event will add the **Commercial Court** flag to the case.

If the Case is Transferred in from another court within the County or if the case was already in the proper Court:

18. Add the Event Assigned to Commercial Court (ACC).



19. Make the "Assigned" date the date that all parties filed the Identification Notice or the end of 30 days after the first Identification Notice filed event.



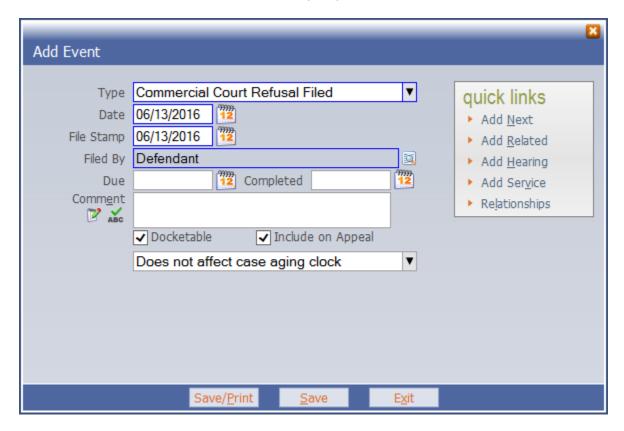
This event will add the **Commercial Court** flag to the case.



Removing the case from the Commercial Court:

If at some point during the life of the case, a party files a Refusal document, the case is removed from the Commercial Court and returns to its Non-Commercial Court status. This means that the case may need to be Transferred or Venued back to the originating court.

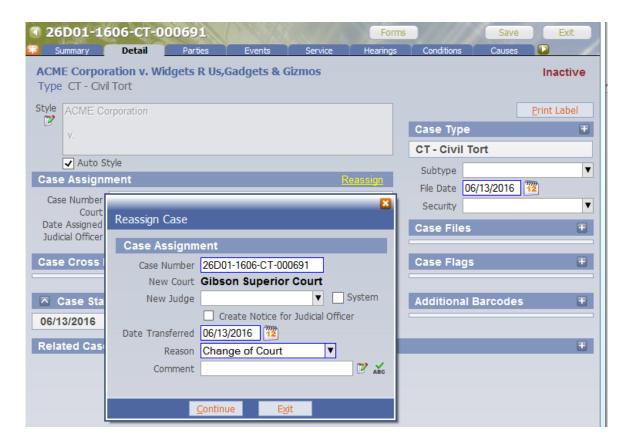
20. Add the Commercial Court Refusal Filed (CCR) event to the case.



This event will remove the Commercial Court case flag.

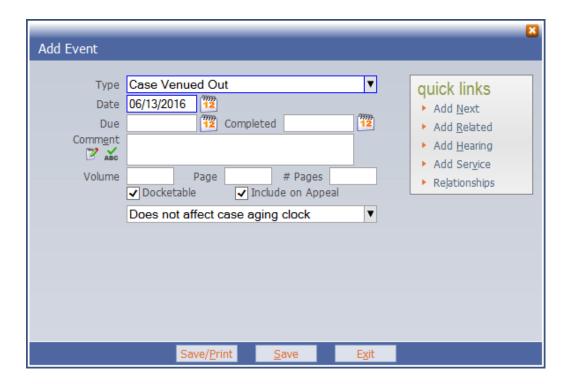


21. If the case was received from another court within the county, navigate to the Details tab and reassign the case to the originating court.





22. If the case was received from another County, Add the Case Venued Out (QCSVENO) event.



23. Navigate to the Disposition tab of the case and add the **Venued Out** (VO) statistical closure.

